# Setting Up Outlook 2013/ 2016 Using IMAP

Follow these steps to set up Outlook 2013 or 2016 to access your W3infotech email account using Internet Message Access Protocol (IMAP).
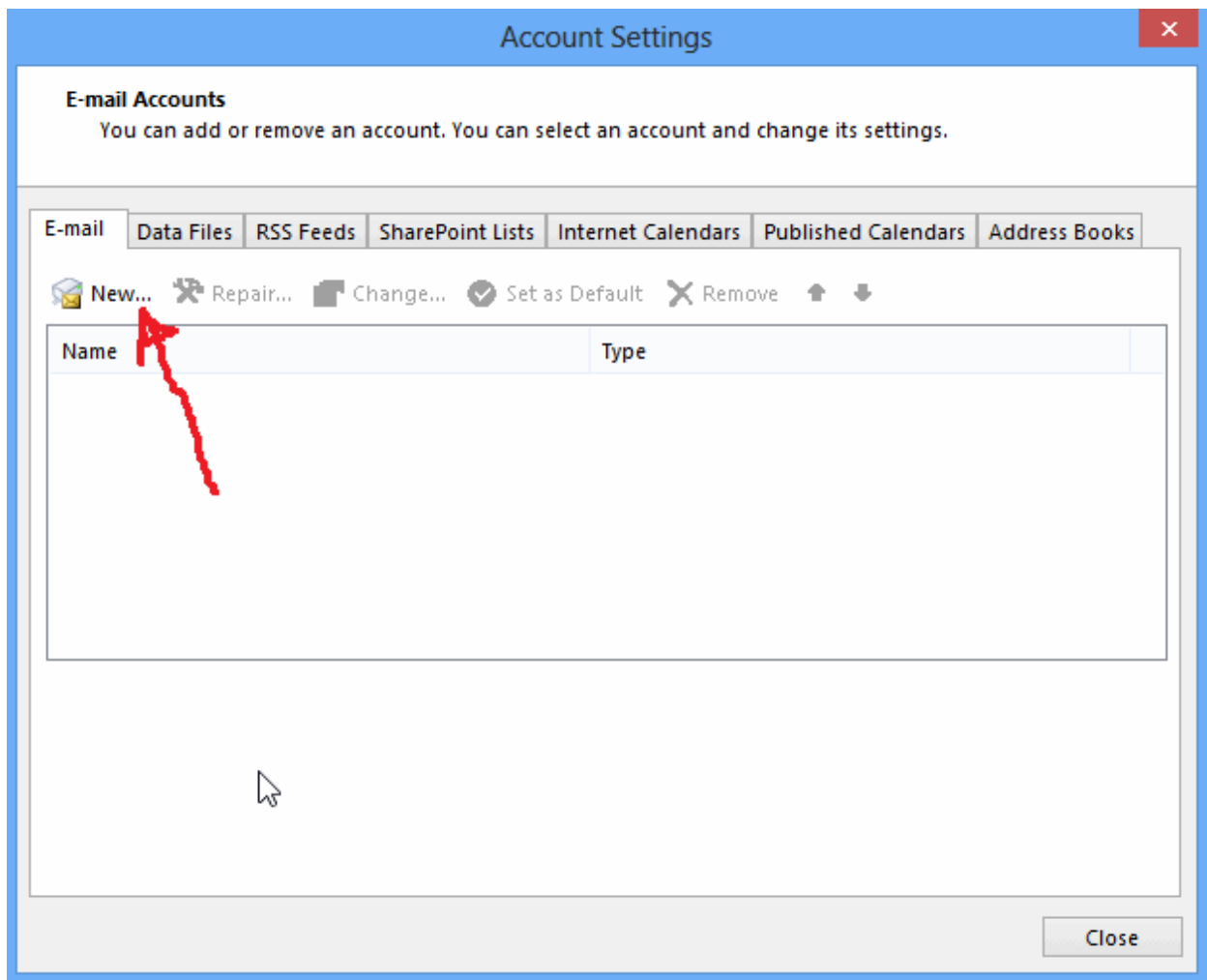
OPEN ACCOUNT SETTINGS

- In Outlook 2013 or 2016 go up to the upper left and click **File**, then go to **Info** - **Account and Social Network Settings** - **Account Settings** to open the Account Settings window.
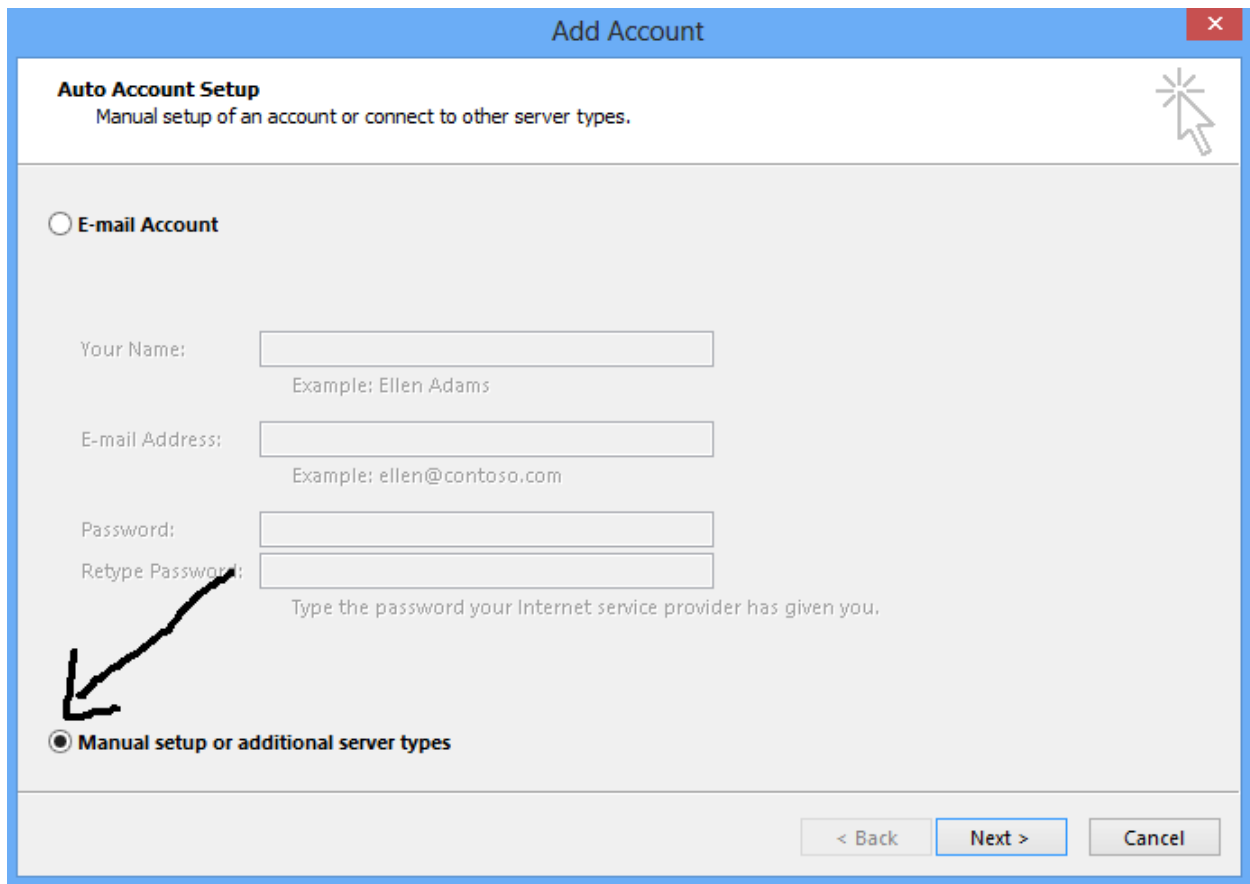
- Click the **Email** tab if not already selected.
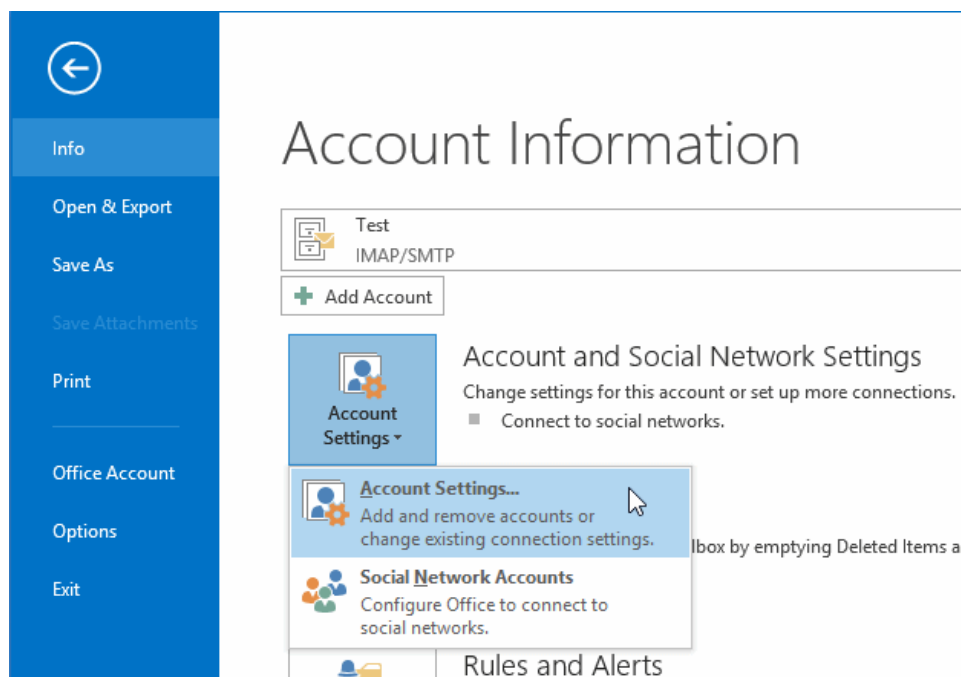
SETUP ACCOUNT SETTINGS

Click the **New...** button.

ACCOUNT SETUP

Select **Manual setup or additional server types** and click **Next.**

CHOOSE IMAP

Select **POP or IMAP** and then click **Next** in the Add Account window.
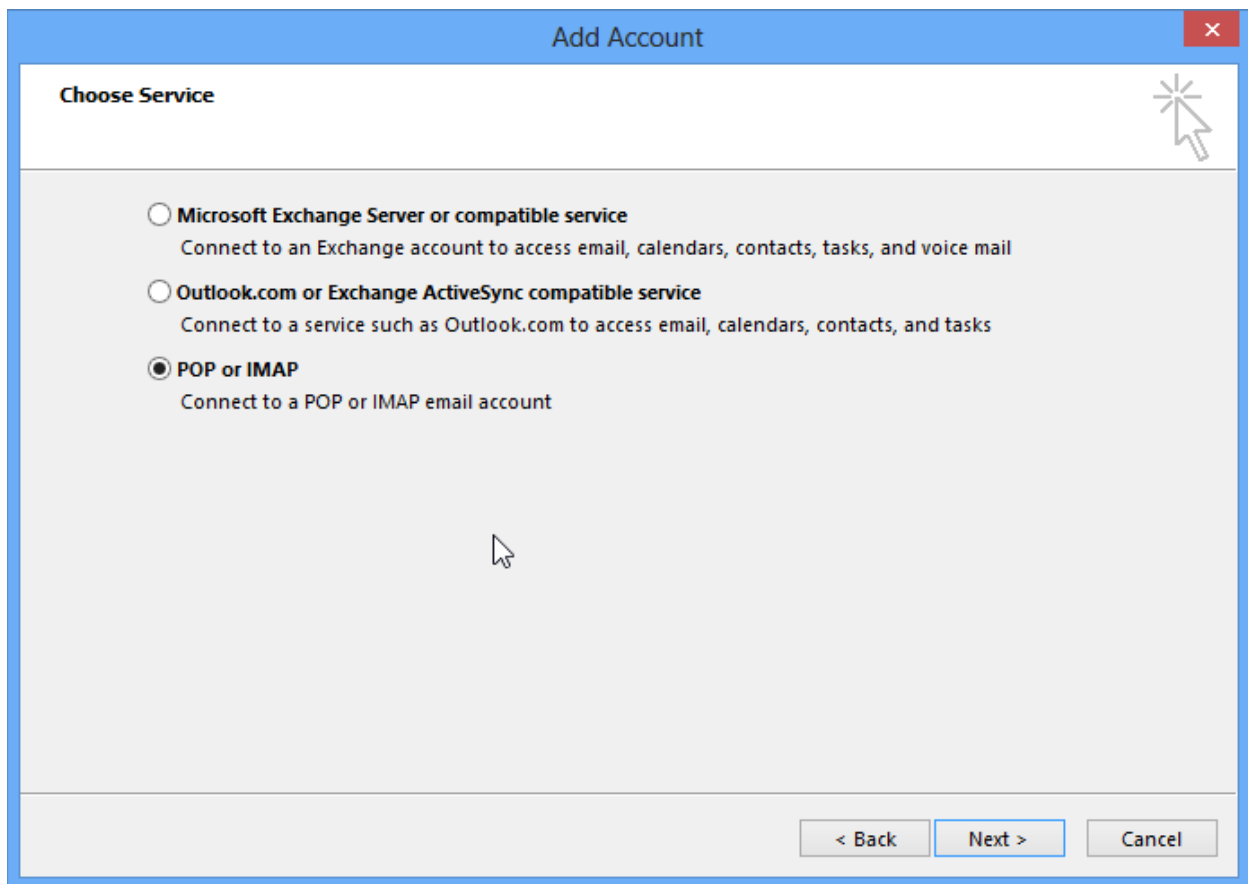
ENTER YOUR INETRNET SETTINGS DETAILS

Enter the following in each field:

- **Your Name:** your full name, including spaces and capitalization

- **Email address:** your Email-id   **email address**

- **Account Type:** IMAP

- **Incoming mail server: mailg.cloud**

- **Outgoing mail server:**

    o , enter **mailg.cloud**   .

- **User Name:** your Email-id   **(Complete email-id)**

- **Password:** your password

    o If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.
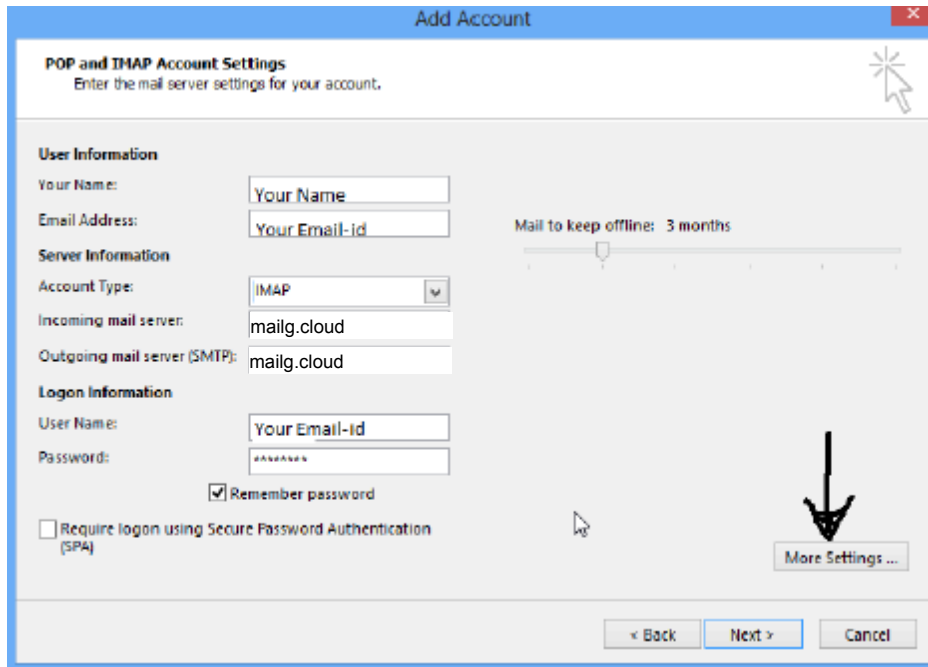
User Information

Your Name: Your Name

Email Address: Your Email-id

Mail to keep offline: 3 months

Server Information

Account Type: IMAP

Incoming mail server: mailg.cloud

Outgoing mail server (SMTP): mailg.cloud

Logon Information

User Name: Your Email-id

Password: ********

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back   Next >   Cancel

Select More Settings ...

INTERNET EMAIL SETTINGS – ADVANCED

- Click the **Advanced** tab.

- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.

- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).

- Enter **465** in the outgoing server (SMTP) field.
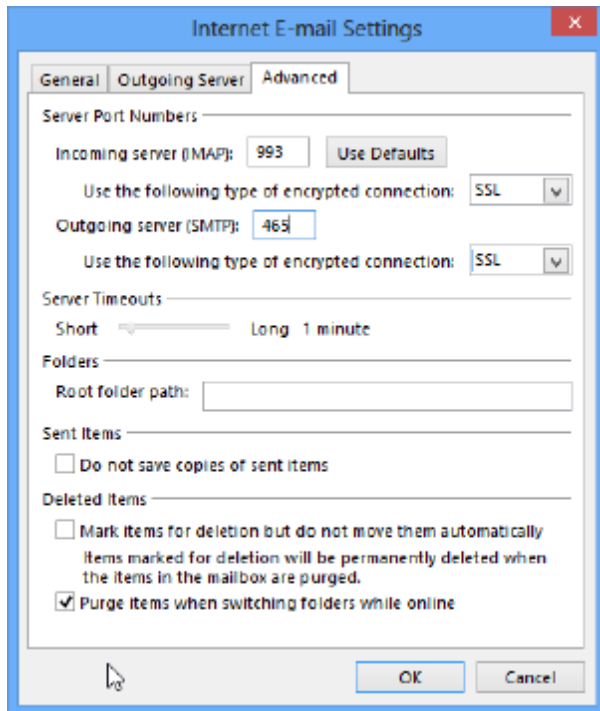
INTERNET EMAIL SETTINGS OUTGOING SERVER

- Click the **Outgoing Server** tab in the Internet Email Settings window.

- Check **My outgoing server (SMTP) requires authentication.**

- Select **OK** and **Next**
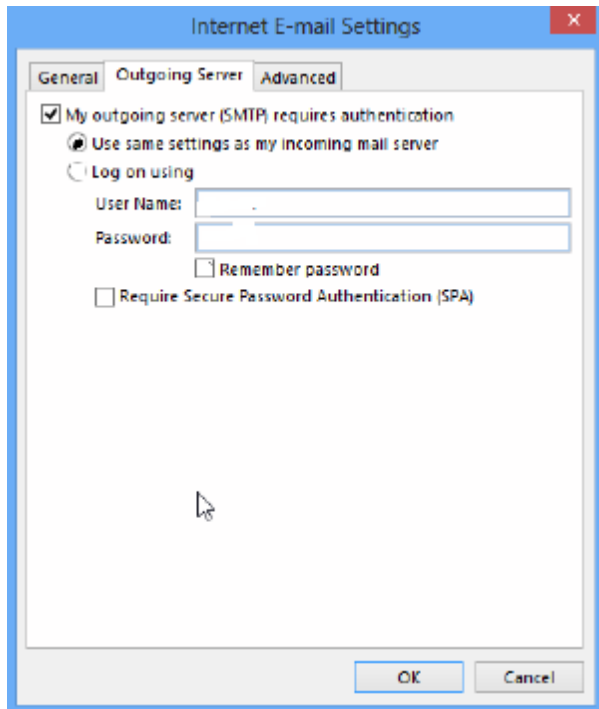
TEST ACCOUNT SETTINGS

- Once Log onto incoming mail server (IMAP) and Send test email message tests are completed, click **Close**.

- Click **Finish**

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks	Status
✔ Log onto incoming mail server (IMAP)	Completed
✔ Send test e-mail message	Completed